

Instructions for Completing  
DIRECTOR'S **ANNUAL**  
MEMBERSHIP/ATTENDANCE REPORT FOR  
**GED PLUS 2 PROGRAM**  
**AT THE ADULT HIGH SCHOOLS**

REPORT DUE DATE: July 1
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**NOTE: COMPLETE THIS FORM ONLY IF YOUR GED PROGRAM IS LOCATED AT AN ADULT HIGH SCHOOL FACILITY.**

- Include vocational students in both the academic attendance (top portion of form) and the vocational report (bottom portion of form).
- **Net Enrollment to Date** - The sum of original students who were enrolled after the last day of the previous school year and students entering for the first time in this school year or who transferred from another state. **E + E1 = Net Enrollment** (please refer to the Attendance Accounting Manual for definitions of the enrollment codes)
- **End of Month Membership** - The number of pupils actually on the roll on the last day of an accounting period. This is the Total Enrollment (E+E1+TR) minus those students who have withdrawn plus students who have previously withdrawn but have returned.  
**Total Enrollment - W (Withdrawn) + R (Returned) = Total Membership**
- The calculation for the **Days Present** shall be determined by dividing the total hours present by **6 hours**. In structured programs the **Days Absent** is calculated in the same manner.
- Computations for **FTEADA/FTEADM** shall be on the basis of a **6-hour school day** (excluding lunch) and divide by the number of days in the school year.
- The **FTEADA** shall be determined by dividing the total days present for adult students by the number of days in the school year.
- The **FTEADM** shall be determined by dividing the total days enrolled (days present + days absent) for adult students by the number of days in the school year.
- For both structured and unstructured classes **FTEADA/FTEADM** computations shall be based on actual classroom time. The exception is if the student is enrolled in a Cooperative Vocational Program with a bona fide training agreement signed by the school, cooperating business, and approved by the state, then the co-op hours must be counted as attendance.
- The second part of the form relates to **Vocational FTEADA** and **FTEADM**. This is a **sub-set of the ADA and ADM** requested for this form.
- Refer to the **Student Membership and Attendance Accountability Manual** for further definitions and general reporting requirements.

The contact person for this report is **Deborah Thomas**; she may be reached at **(615) 741-3035** or e-mailed at **debbie.thomas@state.tn.us**